

City of Bloomington
Community and Family Resources Department

November 19, 2004

Dear Community Leader:

The City of Bloomington's Dr. Martin Luther King, Jr. Birthday Celebration Commission invites you to participate in "A Day On! Not A Day Off," on the federal Dr. Martin Luther King, Jr. holiday, Monday, January 17, 2005. Please mark your calendar now!

We invite you to provide a meaningful service activity for volunteers. **Now is the time to begin planning a service project that will assist your organization and the community.** You will need a supervisor from your agency to share information about your project and to supervise volunteers, and to lead a short period of reflection at the end of your activities. We will provide a list of points for your facilitator to use to guide volunteers in a discussion of their volunteer activity, with an emphasis on other volunteer needs of your organization.

Your service activity could be a few hours or longer. Think about the minimum age for volunteers, as many students may want to volunteer. Please keep track of the number of volunteers who assist you, and invite them to the annual community-wide evening Dr. Martin Luther King, Jr. Birthday Celebration on Monday, January 17, 2005, at 7:30 p.m. at the Buskirk-Chumley Theater. At this program, your volunteers and organization will be publicly recognized and thanked.

Please complete the enclosed form whether you are requesting funding or not, so we can help publicize your volunteer needs. Or you can complete the application on-line at www.bloomington.in.gov/cfrd.

If you need funding to help pay for materials or supplies, complete the Financial Information portion of the form as well and return the enclosed application. The deadline for applying for funding is Thursday, Jan. 6, 2005.

People across the country will celebrate the King Holiday by coming together in service to others. It is in this spirit that we encourage you to offer an opportunity for service and reflection. If you have any questions please e-mail Craig at brennerc@bloomington.in.gov or Bet at volunteer@bloomington.in.gov.

Sincerely,

Craig Brenner, Special Projects Coordinator
Liaison, Dr. Martin Luther King, Jr. Commission

Bet Savich, Coordinator
Bloomington Volunteer Network

**DR. MARTIN LUTHER KING, JR. BIRTHDAY CELEBRATION COMMISSION SERVICE DAY
INITIATIVE
A DAY ON! NOT A DAY OFF
REQUEST FOR PROPOSAL, DECEMBER, 2004**

INTRODUCTION

The Dr. Martin Luther King, Jr. Birthday Celebration Commission of the City of Bloomington, Indiana, has funding available to support volunteer service activities on or around the Dr. Martin Luther King, Jr. holiday, January 17, 2005.

The Commission invites proposals from the community for funding for service activities that take place on or around the federal holiday, January 17, 2005, or the weekend prior to and the following week. The Commission is making funding available to support approved service projects and activities. The average grant amount will depend upon the number and quality of proposals received and selected for funding, but we anticipate that funding will be in the \$100 to \$500 range.

PROJECT EMPHASIS

Projects will be approved for funding based upon the following criteria. The proposed service activity will:

- A. Get necessary things done in the community – address education, public safety, environmental, or other human needs through direct service and citizen action;
- B. Strengthen the community through engaging in service activity – bring people together in pursuit of a common objective that is of value to the community;
- C. Reflect the life and teaching of Dr. Martin Luther King, Jr. – demonstrate Dr. King’s proposition that “Everybody can be great, because everyone can serve”;
- D. Begin or occur in significant part on the federal holiday (January 17, 2005).

EXAMPLES OF PROJECT ACTIVITIES

The direct service to be done may include but is not limited to the following types of activities:

- | | |
|--|---|
| • tutoring children or adults | • organizing a blood drive |
| • feeding the hungry | • registering bone marrow and organ donors |
| • packing lunches | • renovating low-income or senior housing |
| • delivering meals | • building a playground |
| • stocking a food or clothing pantry | • removing graffiti and painting a mural |
| • repairing a school and/or adding to its resources | • renovating or creating safe spaces for children who are out of school and whose parents are working |
| • translating books and documents in other languages | • collecting oral histories of elders |
| • recording books for the visually impaired | • running health fairs |
| • restoring a public space | |

Other service outcomes for which grant applications will be considered include, but are not limited to:

- a sustained long-term service commitment
- community-wide servathons that bring a broad cross-section together on the day of service, including schools or school districts that seek to involve students and teachers in joint service
- service-learning projects that link students in schools and universities with community organizations
- faith-based service collaborations that bring together communities of faith and secular human service programs (subject to the limitations listed below)
- service projects that include a pledge or commitment for continued service throughout the year

GRANT LIMITATIONS

- Grants under this program may constitute federal assistance and therefore may not be used primarily to inhibit or advance religion in a material way.
- No part of an award may be used to fund religious instruction, worship or proselytization.
- No part of an award may be used to pay honoraria or fees for speakers.
- Funds should not be requested to support a celebration banquet or other activity not connected to actual service.

ELIGIBLE APPLICANTS

Eligible applicants are limited to: Not-for-profit organizations, businesses, faith organizations, schools, community and neighborhood organizations, public and private agencies, student organizations, and governmental entities located in Monroe County, Indiana.

PERIOD OF SUPPORT

Funding can be used from the time grant funds are awarded and must be spent prior to May 31, 2005. Priority will be given to projects occurring during the King holiday week.

To obtain additional applications or to request technical assistance, contact Craig Brenner, Special Projects Coordinator, Community and Family Resources Department, P.O. Box 100, Bloomington, IN 47402; telephone 812-349-3471, e-mail brennerc@bloomington.in.gov, or Bet Savich, Coordinator, Bloomington Volunteer Network, Community and Family Resources Department, PO Box 100, Bloomington, IN 47402, telephone 812-349-3472, e-mail volunteer@bloomington.in.gov.

**Dr. Martin Luther King, Jr. Birthday Celebration Commission Service Day Initiative
A Day On! Not A Day Off
2005 Application**

COMPLETE THIS FORM WHETHER OR NOT YOU ARE APPLYING FOR FUNDS

YOU MAY APPLY ON-LINE AT WWW.BLOOMINGTON.IN.GOV

Organization Name:

Address:

Zip Code:

Program Contact Person:

Telephone:

E-mail Address:

If seeking funds, amount requested: _____

If no funds are requested, check here: _____

Describe the volunteer activity:

Date:

Time:

Location if different from above:

Number of volunteers needed:

Minimum age of volunteers:

Financial Information

List expenditures you propose to make using grant funds. Be specific in listing funds you plan to utilize from this grant, those you will provide from other sources, and in itemizing **costs** for equipment, supplies, and other items you will use or provide. For the purposes of this grant you may not claim staff costs, but you should indicate the value of staff time spent on your project.

Budget Category	Grant Funds Used	Other Funds Used	Total Funds Used
Staff Costs	N/A		
Printing Costs			
Supplies			
Equipment			
Other Costs			

Budget Narrative

Provide a description of costs associated with the proposed project. Use an additional page if needed.

Additional information or comments welcome – please attach additional page.

Return completed application by 5:00 p.m. Thursday, Jan. 6, 2005, to:

Dr. Martin Luther King, Jr. Commission,
City of Bloomington
P.O. Box 100, Bloomington, IN 47402